



# ST. CHARLES PARISH

## GENERAL GOVERNMENT BUILDINGS

P.O. BOX 302 – HANHNVILLE, LOUISIANA 70057  
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**V. J. ST. PIERRE, JR.**  
**PARISH PRESIDENT**

TO: V.J. St. Pierre, Parish President

FROM: Bruce Pitre, Facilities Manager *BMP*

SUBJECT: 2011 Annual Report

General Government Buildings has successfully completed (1218) work orders for the year of 2011, at (47) different facilities. In addition to the work orders; the department cuts and grooms approximately 36 acres of grounds weekly at (24) of those (47) different facilities. Also, the department has successfully accomplished (13) special projects listed below:

- \* Beautification of the Courthouse front lawn (shrubs, plants, mulch, and grass)
- \* Courthouse Parking Lot (pressure washed entire parking lot)
- \* Courthouse Building (pressure washed entire building and all windows)
- \* Courthouse (we have begun upgrading the courthouse cooling tower)
- \* Courthouse (we have begun replacing the fresh air intake)
- \* Courthouse (relocated, remolded new Veterans Administration office)
- \* Courthouse (relocated, remolded new Grants Office)
- \* Animal Control (assisted Animal control with the construction of their new facility)
- \* Hurricane Season (assisted all departments through hurricane season)
- \* Technology Dept. (assisted in the installation of new communication wires in all depts.)
- \* Department of Motor Vehicle (completed new building and grounds)
- \* Courthouse Records Retention Center (completed new building and grounds)
- \* Courthouse Government Building (assist the parish in any emergency situations)

General Government Building will continue to minimize down time for all departments, as well as, ensure diligence with the department's budget.

Cc: Bobby Donaldson, Purchasing Officer

<b>1. COURTHOUSE</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>A. ASSESSORS OFFICE</b>	
<b>B. CLERK OF COURT</b>	
<b>C. COUNCIL SECRETARY</b>	
<b>D. DISTRICT ATTORNEY</b>	
<b>E. VETERANS OFFICE</b>	
<b>F. E. O. C.</b>	
<b>G. FINANCE DEPT.</b>	
<b>H. 3- JUDGES</b>	
<b>I. PARISH PRESIDENT</b>	
<b>J. PERSONNEL DEPT</b>	
<b>K. PUBLIC INFORMATION</b>	
<b>L. PURCHASING DEPT</b>	
<b>M. REGERSTRAR OF VOTERS</b>	
<b>N. SHERIFF TAX OFFICE</b>	
<b>O. SHERIFF DEPT. 3 RD FLOOR</b>	
<b>2. ANNEX</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>A. COMMUNITY SERVICE BUILDING &amp; YARD MAINTENANCE</b>	
<b>B. COUNCIL AND AGING</b>	<b>YARD MAINTENANCE</b>
<b>3. ANIMAL SHELTER</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>4. CONTRACT MONITOR</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>5. COUNTY AGENT</b>	<b>BUILDING MAINTENANCE</b>
<b>6. ECONOMIC DEVELOP.</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>LEGAL DEPT</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>7. HEALTH UNIT</b>	<b>BUILDING MAINTENANCE</b>
<b>8. MARYLAND PLAZA</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>A. R.S.V.P.</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>B. ENVIROMENTAL</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>C. RED CROSS</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>D. RISK MANAGEMENT</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>9. PLANING &amp; ZONING</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>10. PUBLIC WORKS DEPT WB</b>	<b>BUILDING MAINTENANCE</b>
<b>11. RECREATION DEPT</b>	<b>BUILDING MAINTENANCE</b>
<b>12. SHERIFF 2<sup>ND</sup> DISTRICT</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>13. SHERIFF 3<sup>RD</sup> DISTRICT</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>14. ST. ROSE COMMUNITY</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>15. TOURIST CENTER</b>	<b>BUILDING MAINTENANCE</b>
<b>16. WASTE WATER</b>	<b>BUILDING MAINTENANCE</b>
<b>17. W I A</b>	<b>BUILDING MAINTENANCE</b>
<b>18. 911 CENTER</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>19. D. A. RENTED BUILDING</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>20. HOMELAND SERCURITY</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>21. INFORMATION TECH</b>	<b>BUILDING MAINTENANCE</b>
<b>22. PUBLIC WORKS EB (NEW)</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>23. D. M. V. (DRIVERS LIC.)</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>24. FILE RETENTION CENTER</b>	<b>BUILDING &amp; YARD MAINTENANCE</b>
<b>25. E.O.C. NEW SITE</b>	<b>YARD MAINTENANCE</b>

2011 MONTHLY REPORT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
ANIMAL SHELTER *	5	5	3	2	4	2	0	7	2	3	4	6	43
ANNEX *	1	0	1	2	1	1	0	1	1	1	0	1	10
ASSESSORS OFFICE	2	1	0	0	0	0	0	1	1	0	0	0	5
CLERK OF COURT	1	1	0	1	3	6	3	2	2	0	1	0	26
COMMUNITY SERVICE *	6	4	5	2	3	6	3	4	1	1	1	3	39
CONTRACT MONITOR *	1	1	1	1	5	1	0	1	1	1	1	1	16
COUNCIL & AGENT *	0	0	0	0	0	1	0	0	0	0	2	0	3
COUNCIL SECRETARY	4	2	4	3	7	0	4	8	6	7	0	2	47
COUNTY AGENT	1	2	3	2	2	1	0	3	1	3	1	1	20
COURTHOUSE *	19	21	22	20	25	35	23	13	29	20	39	21	287
DISTRICT ATTORNEY	3	4	2	4	3	2	0	2	2	2	0	0	24
DISTRICT ATTORN RENT B *	0	0	0	1	0	0	0	0	1	0	0	1	3
DRIVERS LICENSE *	1	0	3	1	15	5	1	5	2	3	2	2	40
ECONOMIC DEVELOP *	3	1	1	1	1	3	1	4	2	3	1	1	22
ENVIRONMENTAL HEALTH *	1	1	1	2	1	1	0	2	1	1	1	1	13
E O C * (NEW SITE) *	4	4	5	4	8	9	1	1	2	0	1	3	42
FINANCE DEPT	1	2	1	1	4	3	1	5	2	4	1	1	26
FILE RETENTION CENTER *			0	0	1	0	1	0	0	0	0	1	3
HEALTH UNIT	1	1	1	1	1	1	0	1	1	1	1	1	11
HOMELAND SECURITY *	0	0	0	0	0	0	0	0	0	0	0	0	0
JUDGES	4	8	7	5	1	7	8	13	8	10	5	4	76
LEGAL DEPT *	0	1	0	0	2	1	0	1	0	0	0	0	5
MARYLAND PLAZA *	0	0	0	0	1	0	0	0	0	0	0	0	1
PARISH PRES	3	3	0	2	2	2	6	9	7	2	2	0	38
PERSONEL DEPT	0	1	0	0	0	0	1	0	0	2	1	3	8
PLANNING & ZONING *	2	4	4	4	3	9	5	4	7	4	7	3	56
PUBLIC INFORMATION	0	0	0	0	0	0	0	0	0	0	0	0	0
PUBLIC WORKS DEPT WB	0	0	1	2	0	0	1	2	1	0	0	1	8
PURCHASING DEPT	1	1	1	1	1	1	0	2	1	1	1	1	11
RECREATION DEPT	0	0	0	0	0	0	0	0	0	0	2	0	2
REGERSTRAR OF VOTERS	0	0	0	1	0	0	0	1	2	3	0	0	7
RED CROSS *	1	1	1	1	1	0	0	1	1	1	1	1	10
RISK MANAGEMENT *	1	1	1	1	2	1	0	2	1	1	1	1	13
R S V P *	1	2	2	1	2	1	0	1	1	3	1	1	16
SHERIFF 2ND DIST *	4	6	6	5	8	5	0	2	2	1	5	7	51
SHERIFF 3RD DIST *	1	1	1	0	0	1	0	2	0	4	5	1	16
SHERIFF 3RD FLOOR	4	3	3	1	4	3	4	8	5	4	1	3	43
SHERIFF TAX OFFICE	6	3	0	0	3	4	1	1	1	0	1	0	20
INFORMATION TECH	0	0	1	0	0	0	0	0	0	0	0	0	1
ST ROSE COMMUNITY *	2	1	1	2	2	3	1	3	4	2	1	0	22
TOURIST CENTER	1	1	1	1	1	0	0	1	0	1	1	1	8
WASTE WATER	0	0	0	0	0	0	0	0	1	0	0	0	1
W I A	2	4	2	5	4	2	1	2	1	1	3	1	28
9 1 1 CENTER *	6	5	10	9	11	13	1	7	6	3	6	6	83
VETERANS OFFICE	N/A	N/A	N/A	N/A	N/A	N/A	2	0	0	0	0	0	2
Totals	94	95	100	90	132	130	67	124	105	94	104	83	1218